

MAGNUM

SALES COORDINATOR

About Magnum Projects Ltd.

Founded in 1991, Magnum Projects set out to elevate real estate project marketing. Our goal was to couple bold creative vision with innovative marketing strategies, providing each project with a unique pathway to success. Today, we command the largest market share in real estate project marketing and sales on Canada's West Coast, and the projects we champion are among the most prominent and prestigious in BC's Lower Mainland.

About the Role

We are seeking a Sales Coordinator to support our on-site sales operations. In this role, you will work closely with the sales team to ensure the smooth daily operations of the Presentation Centre and deliver outstanding client experiences.

This is a full-time, on-site position at a Presentation Centre. You will play a key role in communications, sales administration, and client relations while gaining valuable industry knowledge in a fast-paced environment.

Duties and Responsibilities

- Oversee the daily operations of the Presentation Centre.
- Maintain and update the CRM database (Lasso or similar).
- Collect deposits, audit incoming contract deals, and prepare reports for developers.
- Create and send courtesy and closing letters via mail and email.
- Handle project-related inquiries by phone and email.
- Facilitate communication between lawyers, homeowners, realtors, and developers.
- Document and flag problematic units; coordinate with developers and lawyers to resolve issues.

Skills and Abilities

- Exceptional attention to detail and organizational skills.
- Strong customer service and interpersonal communication abilities.
- Proficiency in MS Office, including Mail Merge and Excel.
- Ability to multi-task, prioritize, and work under pressure in a fast-changing environment.

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- Experience with CRM systems (Lasso preferred but not required).
- Quick decision-making and problem-solving skills.
- Professional, collaborative, and adaptable work style

Education and Experience

- Customer service and office work experience is an asset.
- Previous experience as a sales coordinator is desirable but not required.
- Proficiency in Mandarin and Cantonese is considered an asset.

Compensation and Benefits

- Competitive salary based on experience
- Professional development opportunities
- Opportunities to work on high-profile real estate projects
- Work alongside a supportive and high-performing team.

How to Apply

We'd love to learn more about you! Please email your resume and cover letter to **asha@magnumprojects.ca** with "**Sales Coordinator**" in the subject line.

We will handle your application with the utmost confidentiality.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.